

*WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, December 2, 2015, to discuss Council Goals and Standing Rules.*

*Mayor Jordan started the meeting at 8:00 p.m. The meeting was held in Room 201 of the Greenbelt Community Center.*

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.*

*STAFF PRESENT WERE: Michael McLaughlin, City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk.*

*ALSO PRESENT WERE: Jim Giese, Greenbelt News Review; and Bill Orleans.*

### *Standing Rules*

*Council reviewed the February 6, 2014, Standing Rules page by page.*

*Under Council Meetings - Executive Sessions: Council noted that, due to a change in State Law, executive sessions are now held in accordance with Section 3-305(b)(3) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland.*

*Under Council Meetings - Special Meetings: Council requested that the rules be changed to reflect that the City Clerk shall make diligent effort to notify each member of Council and the City Manager by email, text, telephone or otherwise.*

*Under Council Meetings - Attendance at Meetings: Council discussed allowing members unable to be present at regular meetings to join the meeting via telephone. It was recommended that the following be included: Upon approval of Council members present (super majority), a Council member unable to be present at the meeting may be allowed to join the meeting by conference call. Mr. Shay will provide the required language in accordance with State law.*

*Under Minutes – Distribution and Availabilities of Copies: The City Clerk advised that organizations that had previously requested copies of approved meeting minutes are now downloading the minutes from the City's website. Therefore, copies of approved minutes are no longer regularly mailed. Council requested the section of the rules be updated accordingly.*

*Resolutions/Ordinances: Council requested that language be included in the standing rules indicating the use of Resolutions and Ordinances. Mr. Shay noted that a resolution is used to express the policy of Council or rules or procedure and an ordinance directly regulates the law of the City.*

*Under Duties and Privileges of Members: Council requested the paragraph "Application to be excused from voting.....shall decide for any particular vote" be rewritten to be clear.*

*Under Council Procedure - Agenda: Council requested Council Reports and Council Activities be included as two separate line items. Council suggested Council Reports be given at Regular Meetings if time allows – or any other Monday meeting if time allows.*

*Under Agenda – The Printed Agenda: Council noted that the last sentence “A reasonable charge ..... as determined by the City Manager” could be deleted.*

*Under Agenda – Petitions & Requests: Council requested that petitions received by one member of Council by mail or email, be sent to the rest of Council.*

*Under Ordinances and Resolutions: Council requested the definitions of Ordinances and Resolutions be included, as well as procedures for issuance of proclamation versus a letter from Council.*

*Under Miscellaneous – Request for Meetings by Other Parties: Council requested the following change to the first sentence: The Mayor and members of Council often encounter requests for meetings either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, legislators and other elected officials, etc.) related to City business.*

#### *Council Goals*

*Council suggested, due to the lateness of the hour, discussion on goals be scheduled at another work session.*

#### *Informational Items*

*Several informational items were discussed.*

*The meeting ended at 10:28 p.m.*

*Respectfully submitted,*

*Cindy Murray  
City Clerk*